



Emergency Policy

Emergency Response Policy

Plan Objectives

The aim of the Emergency Response Plan is to set out the arrangements for the activation and management of an emergency response affecting Hendal Primary.

1. Activation

The arrangements set out in the Emergency Response Plan will be activated under one or more of the following conditions:-

- When a major emergency has been declared by the Wakefield Council Duty Emergency Manager which affects the School directly or indirectly
- At the discretion of the:-
 - Family Services Emergency Planning and Business Continuity Manager
 - Family Services Contact OfficerAnd/or
 - Headteacher/senior person

Activation of the Emergency Response Plan will be as follows:-

- Headteacher/senior person informed of emergency:-
 - to ensure appropriate immediate actions are taken (e.g. contact emergency services).
 - to activate the Emergency Response Plan
 - to appoint the Local Response Manager
- The Local Response Manager will take responsibility for the co-ordination of the Schools response and appoint all appropriate others required to ensure an immediate, effective and caring response to the emergency.

2. Local Response Team

Primary Location:	Headteachers Office	Telephone: 01924 259465
Reserve Location:	Admin Office	Telephone: 01924 259465
Off-site Reserve Location:1	School Playing field	Telephone: Office mobile
Off-site Reserve Location: 2	Kettlethorpe High school	Telephone: 01924 303510

A Local Response Team will need to be established at the discretion of the Headteacher/senior person, where the response can no longer be managed within the normal workload of the School. Where established the Local Response Team will co-ordinate the Schools response to an incident. The membership will comprise of staff to undertake the following roles:-

- Local Response Manager
- Administrative Support to the Local Response Team

And, as appropriate, person(s) responsible for:-

- contacting Emergency Services
- contacting the Local Authority, the Local Response Team and appropriate others
- opening appropriate buildings
- immediate actions to safeguard people
- contact with the media

Staff will be appointed to these roles in line with the Provisional Allocation of Responsibilities (see [Appendix A](#)).

The Headteacher/senior person will appoint the Local Response Manager to take responsibility for the

co-ordination of the Schools response and appoint all appropriate others required to ensure an immediate, effective and caring response to the incident.

3. Information for all Managers, Staff and Volunteers

RESPONSIBILITIES

- Be ready to respond to any potential hazard in and around the School.
- Contact the Headteacher/senior person in the event of any incident, giving information about the:
 - Nature of the incident
 - Type of help required
 - Emergency service(s) required, if applicable
 - Exact location of the incident
 - Number of casualties and nature of injuries, if applicable
- If necessary, evacuate the building, in accordance with the Fire and Evacuation Procedures.
- If necessary, activate Shelter/Lockdown Procedures.
- Maintain a calm atmosphere.
- Do not speak directly to the media - refer all enquiries to the Wakefield Council Press and Publication Team.
- Respond to directions from the Local Response Manager or other personnel in control (i.e. Police, Family Services Emergency Planning and Business Continuity Manager, Family Services Site Liaison Officer and/or Wakefield Council Duty Emergency Manager).

4. Task List - Local Response Manager

RESPONSIBILITIES

The Local Response Manager will take responsibility for the co-ordination of the Schools response and appoint all appropriate others required to ensure an immediate, effective and caring response to the incident. Specifically to:-

- Co-ordinate and direct the activities of the Local Response Team.
- Draw up an action plan for the immediate course of action to be taken for the specific incident. (Refer to the Emergency and Business Continuity Response Checklist – see [Appendix C](#))
- Delegate responsibilities for the following support roles:-
 - Administrative Support to the Local Response TeamAnd, as appropriate, persons responsible for:-
 - contacting Emergency Services
 - contacting the Local Authority, the Local Response Team and appropriate others
 - opening appropriate buildings
 - immediate actions to safeguard people
 - contact with the mediain accordance with the Provisional Allocation of Responsibilities – Local Response Team (see [Appendix A](#)) and provide each person with a task list.
- Provide a flexible response (and consider Recovery), based on the Emergency and Business Continuity Response Plans and give due consideration to the Emergency and Business Continuity Response Checklist (see [Appendix C](#)).

- Keep a comprehensive incident log (see [Appendix B](#)).
- Ensure a record of expenditure is maintained throughout the response and recovery.
- Consult with the Police, Local Authority and/or Family Services representatives and the person responsible for liaison with the media about the release of information to pupils, staff, parents/carers, general enquiries and the media.
- Respond to directions from personnel in control (i.e. Police, Family Services Emergency Planning and Business Continuity Manager, Family Services Site Liaison Officer and/or Wakefield Council Duty Emergency Manager).

5. Task List - Administrative Support to the Local Response Team

RESPONSIBILITIES

The Administrator will take responsibility for all administrative functions for the Local Response Team and for the administration/co-ordination of the media response under the direction of the Wakefield Council Press and Publications Officer, the Local Response Manager and/or Headteacher. Specifically to:-

- Receive task list from the Local Response Manager.
- Check that all necessary communication and office equipment are available, and working, in the Local Response Team Location (e.g. telephones, fax, computers, e-mail and/or photocopier).
- Provide appropriate personnel with contact details for the Local Response Team, at the direction of the Local Response Manager (e.g. all members of the Local Response Team, Family Service Emergency Planning & Business Continuity Manager, Police, etc)
- In liaison with the Local Response Manager ensure that a comprehensive Incident Log is maintained throughout the response (see [Appendix B](#)).
- In liaison with the Local Response Manager ensure that a record of expenditure is maintained throughout the response and recovery.
- Set up and operate a message handling system.
- Contact the Wakefield Council Press and Publications Officer (see [6 above](#)) if not already informed by the Family Services Emergency Planning and Business Continuity Manager, Wakefield Council Duty Emergency Manager or Family Services Site Liaison Officer.
- Work in accordance with the Press Office Protocols.
- Co-operate with the media and answer general queries about the arrangements being made for the dissemination of information to the media.
- Assist with the arrangements for media briefings, in consultation with the Wakefield Council Press and Publications Officer who will take the lead role.
- Assist the Local Response Manager with the preparation of media statements, in consultation with the Wakefield Council Press and Publications Officer who will take the lead role.
- Provide basic information about the School as requested by the media (see [Appendix E](#)).
- Liaise, in association with the Wakefield Council Press and Publications Officer, between the media

and those affected by the emergency/incident regarding media interviews, seek appropriate permissions (parent/carer) prior to any pupil giving media interviews and ensure they receive any necessary support.

- Request, in association with the Wakefield Council Press and Publications Officer, interview questions from the media in advance of interviews and undertake research work as necessary.
- Respond to directions from the Local Response Manager or other personnel in control (i.e. Police, Family Services Emergency Planning and Business Continuity Manager, Family Services Site Liaison Officer and/or Wakefield Council Duty Emergency Manager).

6. Task List - Person to Contact Emergency Services

RESPONSIBILITIES

To take responsibility for contacting the emergency services as appropriate. Specifically to:-

- Receive task list from the Local Response Manager.
 - Contact the emergency services as appropriate:
 - Police 9 999
 - Fire 9 999
 - Ambulance 9 999
- Be prepared to give the following information:
- Emergency service(s) required
 - Exact location of the incident
 - Number of casualties
 - Nature of injuries
 - Hazards which may be encountered by the emergency services at the site
 - Location of where call is being made from
 - Your name and telephone number
- Maintain a personal incident log (see [Appendix B](#)).
 - Respond to directions from the Local Response Manager or other personnel in control (i.e. Police, Family Services Emergency Planning and Business Continuity Manager, Family Services Site Liaison Officer and/or Wakefield Council Duty Emergency Manager).

7. Task List - Person to Contact Local Authority, the Local Response Team and Appropriate Others

RESPONSIBILITIES

o take responsibility for contacting the Local Authority, members of the Local Response Team and appropriate others as directed by the Local Response Manager. Specifically to:-

- Receive task list from the Local Response Manager.
- Contact should be made with the following personnel immediately following the implementation of the Emergency and Business Continuity Response Plans (see [6 above](#)):-
 - Family Services Emergency Planning & Business Continuity Manager
 - If unavailable
 - Wakefield Council Duty Emergency Manager – and ask that they contact one of the Family Services Contact Officers on your behalf.
- Be prepared to give the following information:
 - Your name
 - Your telephone number
 - Exact location of the incident
 - Details of the incident
 - Nature of assistance required – i.e. dealing with the media; transport; communications.
- Contact appropriate members of the Local Response Team (see [Appendix A](#)) at the direction of the Local Response Manager.
- Contact appropriate others at the direction of the Local Response Manager (see [6](#) and [7 above](#)).
- Maintain a personal incident log (see [Appendix B](#)).
- Respond to directions from the Local Response Manager or other personnel in control (i.e. Police, Family Services Emergency Planning and Business Continuity Manager, Family Services Site Liaison Officer and/or Wakefield Council Duty Emergency Manager).

8. Task List - Person to Open Appropriate Buildings

RESPONSIBILITIES

To take responsibility for opening all appropriate buildings including primary, reserve and/or off-site Local Response Team Location and be fully conversant with the buildings facilities and services. Specifically to:-

- Receive task list from the Local Response Manager.
- Open the appropriate buildings at the direction of the Local Response Manager.
- If required, open the off-site Local Response Team Location at the direction of the Local Response Manager (see [8 above](#)).
- Consider the need for alternative premises - in liaison with Police, Family Services Emergency Planning & Business Continuity Manager and/or Local Response Manager.
- Provide details of the Schools building and services to appropriate personnel (i.e. Fire Service, Police, Utility providers, Family Services Emergency Planning and Business Continuity Manager, Family Services Site Liaison Officer and/or Wakefield Council Duty Emergency Manager).
- Maintain a personal incident log (see [Appendix B](#)).
- Respond to directions from the Local Response Manager or other personnel in control (i.e. Police, Family Services Emergency Planning and Business Continuity Manager, Family Services Site Liaison Officer and/or Wakefield Council Duty Emergency Manager).

9. Task List - Person Responsible for Immediate Actions to Safeguard People

RESPONSIBILITIES

To take responsibility for ensuring the safety of all pupils, staff and visitors. Specifically to:-

- Receive task list from the Local Response Manager
- Evacuate the building in accordance with the local Fire and Evacuation Procedures, if appropriate.
- Activate Shelter/Lockdown Procedures, if appropriate.
- Liaise with the Local Response Manager and the Emergency Services, once names of those present have been checked against attendance list.
- Where an evacuation has taken place, ensure that everyone is afforded shelter at the off-site evacuation point (see [8 above](#)).
- Ensure that immediate reassurance and support is given for anyone who is distressed.
- Maintain a personal incident log (see [Appendix B](#)).
- Respond to directions from the Local Response Manager or other personnel in control (i.e. Police, Family Services Emergency Planning and Business Continuity Manager, Family Services Site Liaison Officer and/or Wakefield Council Duty Emergency Manager).

10. Task List - Person Responsible for Communications and Contact with the Media

To take responsibility for all communications including giving media interviews, preparation of media statements and the preparation of information to be issued to pupils, staff, parents/carers and visitors in liaison with the Wakefield Council Press and Publications Officer and Local Response Manager.

N.B Only the Press and Publications Officer, Corporate Director (Family Services), Service Director (Schools and Lifelong Learning, Family Services) or Headteacher should give media statements/interviews and/or answer questions relating to the incident.

- Receive task list from the Local Response Manager.
- Work in accordance with the Press Office Protocols and the Communications procedures detailed within this plan (see [17 above](#))
- Prepare media statements, in consultation with the Wakefield Council Press and Publications Officer.
- Give media interviews and deliver media statements, in consultation with the Wakefield Council Press and Publications Officer.
- Prepare information letters/statements to be issued to pupils, parents/carers and staff, in consultation with the Wakefield Council Press and Publications Officer.
- Ensure effective communications with the Local Authority, Family Services and appropriate partner agencies.
- Maintain a personal incident log (see [Appendix B](#)).
- Respond to directions from the Local Response Manager or other personnel in control (i.e. Police, Family Services Emergency Planning and Business Continuity Manager, Family Services Site Liaison Officer and/or Wakefield Council Duty Emergency Manager).